

# Family Handbook



**Arizona Department of Juvenile Corrections**

Funded by the Arizona Parents Commission for Drug Education and Prevention

**2014**

# Message from the Director

After considering all the options, the Juvenile Court judge made the decision to commit your child to the Arizona Department of Juvenile Corrections (ADJC). While your child is in secure care, ADJC will provide him/her with educational and treatment opportunities. I encourage you to be a part of your child's treatment team, to have regular visits with him/her, and to meet with staff. Our goal, which I am sure we share, is to return your son/daughter back to the community as a productive citizen.

We are dedicated to every youth's success. We ask that you urge your child to commit himself/herself to the programs we offer, to stay focused, and work hard. This Family Handbook will introduce you to the agency's programs and expectations. Should you have any questions, feel free to ask staff.

Director Flanagan



# Welcome

ADJC has put together this handbook for you, the parents/legal guardians of a youth who has been committed by the courts to ADJC. Your child begins their stay in secure care, which is a term used for a locked facility. Upon completion of their stay in secure care, he/she will return to the community and be on Parole status, unless they have turned 18 years of age.

The judge has set a specific sentence (time) that your child is legally required to stay in secure care. The judge set a date that is the minimum or the earliest that your child could be released from secure care and it is called the Minimum Release Date (MRD for short). ADJC does not have to release your child on their MRD but can hold them in secure care up to their 18th birthday.

# Names and Numbers YOU NEED TO KNOW

**Youth's K Number:** \_\_\_\_\_

## RAC

	RAC YPO III Case Manager's name	
	RAC YPO III Case Manager's phone number	
	YPS RAC Manager's name	
	YPS RAC Manager's phone number	

## Housing Unit

	YPO III Case Manager's name	
	YPO III Case Manager's phone number	
	YPS Housing Unit Manager's name	
	YPS Housing Unit Manager's phone number	

## Parole Officer

	<b>Name</b>	<b>Phone Number</b>
	_____	_____

## Juvenile Ombuds (JO)

	<b>Name</b>	<b>Phone Number</b>
	_____	_____

## Volunteer Coordinator

	<b>Name</b>	<b>Phone Number</b>
	_____	_____

## Chaplain

	<b>Name</b>	<b>Phone Number</b>
	_____	_____

## Family Services Coordinator

	<b>Name</b>	<b>Phone Number</b>
	_____	_____

## Visitation

	<b>Day</b>			
	<b>Time</b>	_____		

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# When your child first arrives...

ADJC will assess your son or daughter to determine any delinquency, educational, behavioral, and health issues. This information is used to create the Continuous Case Plan (CCP), with goals for your son or daughter to work on and complete in secure care and the community. ADJC staff are committed to helping your child complete their CCP.



It is important that your child participate in completing their CCP and that he/she follow the ADJC PROUD expectations and behave appropriately. This will earn them the opportunity to return to the community. If your child causes trouble to the safety of the facility and/or does not work on their CCP goals, your child is likely to stay in secure care longer.

# While your child is with ADJC, s/he has the Right. . .

**To** be protected from physical and psychological harm. This means your child should not be picked on or abused by staff or other youth.

**To** food, clothing, shelter, medical, and dental care while he/she is at ADJC.

**To** have all treatment decisions made with their needs in mind.

**To** speak their own language at any time, except during classroom discussion, organized activities (such as group), or in answer to a staff member who does not understand their language.

**To** have an interpreter help them communicate, as needed.

**To not** have food or sleep taken away from them as punishment or part of treatment.

**To not** be discriminated against for any reason.

**To** be informed of any rules or policies that might affect them while you he/she is in secure care.

**To** express themselves verbally and non-verbally, as long as their words, expressions, and gestures are appropriate and do not interfere with the safe and orderly operation of the programming at their institution.

# PROUD expectations

Pride is



## Show Respect

- 🐾 Consistently enforcing and following policies and rules
- 🐾 Following directions
- 🐾 Being kind, courteous, and patient
- 🐾 Cooperating and listening
- 🐾 Communicating effectively
- 🐾 Recognizing and acknowledging personal space and property
- 🐾 Using appropriate manners and language

## Observe Mindfulness

- 🐾 Keeping appointments
- 🐾 Participating fully
- 🐾 Maintaining a positive attitude
- 🐾 Observing confidentiality
- 🐾 Being timely and using time effectively
- 🐾 Being focused, attentive, and engaged
- 🐾 Being self-aware
- 🐾 Giving and receiving meaningful feedback

## Use Honesty

- 🐾 Taking accountability for actions and deeds
- 🐾 Acting responsibly
- 🐾 Answering questions truthfully
- 🐾 Providing accurate information
- 🐾 Asking for assistance when needed
- 🐾 Keeping your commitments
- 🐾 Only having approved items
- 🐾 Asking for assistance when needed

## Be Driven

- 🐾 Being self-motivated
- 🐾 Investing in yourself and others
- 🐾 Staying focused on goals
- 🐾 Leading by example
- 🐾 Helping others
- 🐾 Working as a team
- 🐾 Doing your best
- 🐾 Celebrating differences and diversity
- 🐾 Learning and applying new skills
- 🐾 Being prepared
- 🐾 Accepting and celebrating achievements and accomplishments

Please remember that staff are available to help your child in following the above PROUD expectations but he/she is responsible for his/her own behavior. If youth choose to break ADJC's expectations, the consequences for their behavior may include loss of privileges, a stay beyond your MRD, fines, referral to the County Attorney, and/or a transfer to adult court with adult charges.

**ADJC will not tolerate the ASSAULT OR ABUSE of other youth or staff**

2014



# Things you need to know

## What happens to your child's stuff?

When your child arrives, their clothes and other personal belongings are **Sealed in a Box** and they are given a receipt for the items. This box will be given to you, the Parents/Legal Guardians, to take home after you visit your child. If you are not able to visit, other arrangements will be made.

## How will your child dress?

Your child is required to follow the juvenile dress code. Their clothing must be neat and clean and may never be altered, which means no tearing, cutting, or writing on their clothing. They may only wear **ONE LAYER** of clothing with the exception of winter months when they are allowed to wear a sweatshirt over their T-shirt.

### Every day and in Recreation

**Must wear** shorts or pants (seasonal) fitted at the waist - **No** Sagging

**Must wear** their shirt right-side out, tucked in, and sleeves unrolled, socks and shoes appropriately secured.

### To and From the shower

**Must wear** shorts, t-shirt, and shower shoes

## How will your child get clothing and personal items?

Your child is given a set of state-issued clothing upon their arrival at Reception, Assessment, and Classification (RAC) and the rest of their clothes will be ordered when they arrive at their assigned Housing Unit. When clothes are ripped, torn, or worn they will be replaced upon request. The number of allowable items can change according to your child's level. If you have questions, contact your child's Housing Unit Sergeant.

# Property

Your child has the right to keep and use personal possessions. However, he/she will not be able to have items that endanger the safety of others, disrupt programs and/or activities, or encourage delinquent values and behavior. See the list to the right for the items your child will receive from ADJC.

### Clothing and Property your child will receive from ADJC

- 5 pairs of pants and/or shorts (seasonal)
- 5 shirts
- 7 pairs of socks
- 1 pair of sweat pants
- 1 sweatshirt (seasonal)
- 1 winter jacket (seasonal)
- 1 pair of shoes (2 pairs are allowed if youth have a job in which their shoes could become soiled and/or wet)
- 1 pair of shower shoes
- 1 towel for males and 2 towels for females
- 1 wash cloth
- 1 pillow
- 1 pillow case
- 1 blanket
- 1 Holy Scripture appropriate to youth religious beliefs, i.e., Bible, Koran, etc.
- 7 pairs of underwear
- 2 bed sheets
- 2 pairs of gym shorts
- 2 nightgowns (female only)
- Maternity clothes (female only)
- 7 bras (female only)

### Hygiene items:

- 1 shaving cream for male/female
- 1 toothbrush
- 1 toothpaste
- 1 shampoo
- 1 conditioner
- 1 deodorant
- 1 comb/pick (soft plastic only)
- 1 hairbrush (female only, soft plastic only)
- 1 roll of toilet paper
- 1 bar soap
- 1 hair tie if youth are allowed to wear their hair long (only black, white, or gray color)

# Contraband

Contraband is defined as anything that is a crime to possess under Arizona law or prohibited by ADJC policy such as:

**Dangerous Contraband** means all items that are illegal to possess in a secure care facility, including the following:

- Dangerous drugs
- Narcotic drugs
- Marijuana
- Intoxicating liquor of any kind
- Deadly weapons
- Dangerous instruments
- Explosives
- Wireless communication devices
- Electronic storage devices

**Nuisance contraband** means all items not approved by established policy and procedure for the juvenile's possession, including, but not limited to, the following:

- Items which could be used, made, or adapted to use as a weapon
- Pictures or drawings that show nudity or sexual acts
- Posters and clothing with slogans, mottos, or emblems which are obscene or promote illegal activities
- Money
- Anything in excess of the approved allotment of clothing or personal belongings
- Any item which can be used to threaten the orderly operation of the facility
- Any unapproved food item
- Tobacco or any accessory used for tobacco substances, including chewing tobacco products
- Illegal prescription drugs
- Plastic bags or film

## If your child does not report it, what happens?

If your child knows of contraband being brought into ADJC or if your child knows it is in the facility and does not report it, he/she may be committing a felony and action may be taken including arrest and prosecution



# Your child is here In R A C

RAC stands for **R**eception, **A**ssessment, and **C**lassification

Every youth will go to RAC for nearly 23 days. While in RAC, your child will have to complete tasks and take part in evaluations to find out their treatment and educational needs. One of the main evaluations they will be given is the Criminogenic and Protective Factor Assessment (CAPFA) which covers education, behavior, medical, substance abuse, aggression and your child's attitude toward delinquent behavior. The information from the CAPFA will help create the CCP with your child's goals.

**Please encourage your child to be honest and truthful during the evaluation process.**

As your child goes through RAC, they will learn what they can do while in secure care and what things they will need to complete in order to be released back to the community. Also, they will be visited by a Parole Officer (PO) in secure care who will also work with your child in the community. The Family Services Coordinator or the PO will complete a part of the evaluation in your home, with you, that is called the **Family Domain**.

**You will be asked questions about:** Who lives in the home; If you think your child should come home after their stay in secure care and what your concerns are, if he/she does come home; What help you need from ADJC; How your child behaves at home; and What kind of supervision you have given or are willing to give your child at home.



## Searches

A staff person may routinely search your child or your child's possessions to look for contraband or to protect others. Your child has the right to be searched in a manner that reduces embarrassment to them. After visitation your child will be strip searched for contraband. Strip searches will be conducted in a private setting by an officer of the same sex. Staff will also search rooms periodically with or without notice, explain the reason for the search, and disrupt youth's personal belongings as little as possible. Searches will never be conducted as a form of discipline.



# Visitation

Youth have the right to receive approved visitors. **Youth may refuse to see a visitor.** They may **not** refuse to see law enforcement officers and/or ADJC investigators. However, they may refuse to talk to them.



## Who can visit your child?

We know you are anxious to see your child. During your child's stay at RAC, visitation is limited to parents/legal guardians only. Once he/she is in the assigned treatment Housing Unit, visitors may include parents/legal guardians, grandparents, brothers, sisters, aunts, uncles, or other persons who are significant to your child, **once approved**. Youth will create their approved visitor list with their YPO III Case Manager, and it will be reviewed by you.

## All visitors must pass a background check

## Please follow these rules when you visit

When you arrive at the facility, say your name and provide picture identification. **All visitors will be searched by ADJC staff.**

This search includes passing through a metal detector and physical searches. You may also be scanned by law enforcement dogs to avoid the passing of drugs/narcotics into the facility.

### Violators will be arrested

All items brought into the facilities will also be searched. **Anyone who brings illegal contraband into a secure facility will be arrested and prosecuted.**

**You are allowed to bring in** required identification, car key, and \$10.00 in coins. If you have a life threatening condition, you can bring medication in an original container and only in a quantity required during visitation hours. You can bring factory-sealed food items if your child earned this privilege. Non-alcoholic drinks must be in factory sealed plastic or cardboard containers. Plastic or paper utensils only are permitted. All food items and beverages must be consumed during visitation or taken out by you.

**You are not allowed to bring** personal property, cellular phones, letters, cards, or pictures, weapons, tobacco products, alcohol or illegal drugs, glass or metal containers, aluminum cans, containers, or foil. No knives, edged utensils, or metal utensils are allowed. No food items or drinks are allowed to be taken to the Housing Unit by youth or staff. No low density plastic bags or plastic film of any kind.

# Dress code for visitors



## ADJC expects visitors to dress appropriately

This means **No** sheer, see-through clothing, exposed underwear, bare midriffs, tank tops, or swimsuits for either men or women. Shoes must be worn at all times. Sexually oriented or gang tattoos must be covered.

### For men

- No** muscle shirts
- No** jeans/pants with holes or tears
- No** tank tops or swimsuits
- No** guns and/or daggers displayed on T-shirts
- No** bare feet
- No** clothing, jewelry, accessories, or style of wearing said items, that promotes gang affiliation, sex, violence, alcohol, or drugs
- No** exposed sexually explicit or gang tattoos

### For women

- No** spaghetti straps, tank tops, tube tops and/or body suits
- No** sheer, see-through clothing or exposed undergarments
- No** cleavage shall be exposed
- No** short shorts, jogging shorts, or mini-skirts
- No** guns and/or daggers displayed on T-shirts
- No** jeans/pants with holes or tears
- No** clothing, jewelry, accessories, or style of wearing said items, that promotes gang affiliation, sex, violence, alcohol, or drugs
- No** bare feet
- No** exposed sexually explicit or gang tattoos

## Visits may be suspended for these reasons:

- Introduction of contraband as defined and listed in page seven of this handbook;
- An escape, attempted escape, or talk of escape;
- Facilitating an action, attempted action, or talk of actions that may risk institutional security and/or safety;
- A criminal activity, attempted criminal activity, or talk of criminal activity;
- Inappropriate, vulgar or offensive behavior;
- Documents, talk of, or tattoos showing graphic, detailed descriptions of sex acts;
- Misconduct, attempted misconduct, or talk of misconduct to include infractions of the youth disciplinary system and/or ADJC policies and procedures;
- A full Service Dog alert as defined by the K-9 handling unit.

**Adobe Mountain School**  
2800 W. Pinnacle Peak Road  
Phoenix, AZ 85027-1000  
**Phone number: 623.869.9050**

# MAIL

**Your child has the right to** receive and send mail unless restrictions apply.  
These restrictions could include:

**If** the court orders a restriction

**If** parents/legal guardians of children receiving mail from your child don't want that to happen, or

**If** your child tries to contact victims



## There may be consequences if your child violates these restrictions

**Your child has the right to** private mail. Mail will not be read or removed, except when specifically authorized in accordance with ADJC Policy and Procedure.

Your name Your home address City, State, Zip Code	
Your child's Name and K number Adobe Mountain School and Housing Unit name 2800 W. Pinnacle Peak Road Phoenix, AZ 85027-1000	

**This information must be on your envelope to your child**

Mail you send to your child must have the youth's full name, K number, Housing Unit, address of the secure facility and your return address on the envelope. Mail cannot have sexual remarks or pictures, profanity, gang-related material, or references to delinquent activities (weapons or drugs for example) either in the letter or on the envelope.

Staff will log all correspondence, remove stamps on incoming mail, open mail, and inspect for contraband. Mail will be read when requested according to ADJC Policy and Procedure. All youth mail will be distributed to the housing unit the day it is received.

# Telephone calls

Your child has the right to have access to make and receive phone calls. **Staff will monitor your child's behavior during calls.** Your son or daughter will be able to make phone calls to you on an assigned day and time each week. They will be able to make more than one call per week as a privilege for earning their levels. If you have an emergency or need to speak with your child contact their YPO III Case Manager.

Calls to and from CPS, personal lawyers, or Parole Officers are **legal calls** and do not count as your child's weekly calls.

## Meal Time



Meals are prepared and served cafeteria style by staff and youth workers at secure care. Special menus are allowed for medical or religious reasons, when approved by the Doctor or the Chaplain.

## Wellness Information

ADJC promotes healthy nutritional and physical standards to all youth adjudicated to ADJC'. The attached links are available to provide valuable information pertaining to the physical health and well-being of your child once the child has been returned to the community.

<http://www.cdc.gov/physicalactivity/index.html>

<http://www.cdc.gov/physicalactivity/everyone/getactive/index.html>

<http://azdhs.gov/empower-program/>

<http://azdhs.gov/empower-program/documents/resources-policies/empower-guidebook.pdf>



# Unit Life

While in ADJC your child will be living in a Housing Unit which has an open living area, an area to sleep, showers, and washers/dryers. Staff will work with your child on each shift. These staff are Youth Correctional Officers, Youth Program Officer III Case Managers, Psychology Associates, and Youth Program Supervisors.

## Multidisciplinary Team (MDT)

Within a few days of moving out of RAC and into a Housing Unit your child will have their first MDT meeting which is called the Initial Continuous Case Plan (CCP) Staffing. At this staffing, all the members of the MDT, including you and your child, will develop a CCP that includes:

**Strengths** your child has that will help them be successful;

**Specific** programs that will be used to assist your child;

**Areas** your child needs to improve; and

**Ways** your child can succeed.

Each month after the Initial CCP Review Staffing, there will be a staffing that lasts about 30 minutes that you are encouraged to participate in. The MDT reviews your child's progress, documents it in the CCP, and makes recommended changes. It is important for you to be involved with your child in the MDT process.

## Juvenile Community Reentry Board (JCRB)



The JCRB is a panel that makes the decision to release your son or daughter back into the community. It takes place before their possible release date. The Multidisciplinary Team will make recommendations to the JCRB on whether your child has satisfactorily met the requirements of their CCP. **If your child is denied release**, the Board will

highlight the areas in the CCP that need to be completed. Another JCRB will be scheduled a few weeks later.

## What about your child's victim(s)?

If your child has a victim registered with ADJC's Victims' Right Unit, there will be a Victims' Right Specialist who works with the Multidisciplinary Team to address victim-related issues and concerns. The victim can take part in the JCRB and make recommendations regarding your child's release and parole plan.

### Youth Program Officer (YPO) III

Staff who works as a case manager and assists in your child's treatment

### Youth Program Supervisor (YPS)

Staff responsible for security and activities in your child's Housing Unit

### Housing Unit Sergeant

Supervises YCO's and responsible for safety in your child's Housing Unit

### Youth Corrections Officer (YCO)

Staff responsible for monitoring safety and well-being in your child's housing unit

### Psychology Associate (PSA)

Staff who assists your child with treatment and assessment

### MDT Members

You and/or your CPS  
Case Worker  
Parent or Guardian  
YPO III  
YPS, YCO, PSA  
Education Staff  
Medical and/or  
Psychiatry staff  
Parole Officer  
Family Services  
Coordinator  
Others as deemed  
necessary.



# Treatment

The **treatment program** is a complete substance abuse and behavioral health program that includes easy to use workbooks and materials in both English and Spanish. Youth will have the opportunity to participate in treatment programming despite their unit placement and commitment to change.

Through this program, youth will have the opportunity to work toward the change process as early as intake and continue throughout their stay in ADJC including in Community Corrections. All work is based on Cognitive Behavioral Therapy (CBT), Motivational Enhancement Therapy (MET), social learning, risk factors management, and relapse prevention approaches. Staff members from all areas participate in the treatment.

**Treatment groups** will take place 4 to 6 times a week for 45-60 minutes with the Psychology Associates, YPO III Case Managers, YCOs and other unit staff members working together to coach, mentor, and support youth as they work on their treatment. Your child's goals for the treatment program will match their CCP goals. Your child will work on these goals both in secure care and when they go back into the community.

## All work is based on

**CBT** = Cognitive Behavioral Therapy

**MET** = Motivational Enhancement Therapy

social learning

risk factors

management, and

relapse prevention approaches

**Staff members from all areas participate in the treatment**

## Other treatment programs available to youth are:

**Anger Management** - this program is designed to teach youth to understand and replace aggression and antisocial behavior with positive changes.

**Dialectical Behavioral Therapy (DBT)** - helps youth to learn coping skills to deal with emotions and problem situations.

**Sexual Behavior** - this program is designed to help change behaviors of those who struggle with sexual-abuse behaviors.

**Substance Abuse Treatment** - this program is designed to help youth take a look at why they have used substances and to learn how to make thoughtful decisions regarding alcohol and drug use and other life choices.

**Mental Health Treatment** - this program is designed to teach youth to understand how to manage emotions and behaviors.

# Stage System

## (System OF Change)

While your child is in secure care their behavior and CCP progress will be evaluated by staff daily. This process is called the Stages of Progress. As youth enter secure care they are placed on **Stage 1 - Orientation for 30 days**.



As your child meets their treatment and behavior goals they will move through different stages and receive more privileges such as extra phone calls and visits.

### There are 4 stages

The Multidisciplinary Team, or MDT for short, will review your child's progress every 30 days to review progress in behavior, education, and treatment objectives.

**In Stage 2** - your child will become aware of his/her treatment issues and focus on victim empathy.

**In Stage 3** - your child will learn new skills and develop a relapse prevention plan.

**In Stage 4** - your child will work with ADJC staff and your family to prepare for community re-entry.

As your child progresses through the stages, he/she will earn additional privileges and responsibilities. Their behavior is addressed daily in behavior groups. Staff in RAC will teach your child about the Stage System.

# Separation

If your child behaves in a way that is dangerous to themselves or others, or dangerous to the operation and safety of the facility, or if they violate rules, staff may refer them to the Separation Housing Unit. Youth will be placed in Separation to regain control of their behavior and emotions and to examine what behaviors got them there. Housing Unit and Separation Staff will meet with youth to help them find ways to handle themselves better when they return to the unit.

### Separation Referral

1. Serious and immediate danger to self
2. Serious and immediate danger to others
3. Self-Referral

# Wildland Fire Program



The wildland fire program is an opportunity for youth to get the skills, knowledge and experience of camp support in a fire-fighting setting.

## Your child can apply, if he/she:

**Is 16** years of age or older

**Has** parental approval

**Is** in compliance with terms of parole

**Has** no pending court hearings

**Has** no arson and/or sexual offense petitions filed in court

**Has** a GED or high school diploma

## What do youth receive if they participate in the program?

Appropriate rate of pay plus overtime

An ADJC Certificate of Completion

## What if your child owes restitution?

If your child owes restitution, two-thirds (2/3) of their earnings will be used to pay it back.

## What will your child do?

Your child will work in supply units, food services, and set up base camps for the "Hot Shot" fire crews up to 16 hour days

The youth fire work crew will be stationed in a safe campground environment close to the staging area/command center. Assignments last up to 15 days

Youth and ADJC staff participating in the ADJC Youth Wildland Fire Program will be provided with:

Transportation to and from the site,  
special clothing,  
safety items,  
a tent,  
a sleeping bag,  
meals, and  
camp medic availability.



Your child has the right to receive necessary medical and dental care and to expect their records to be kept confidential and released only when legally authorized. While in ADJC, medical care will be provided to your child by licensed health care professionals who are qualified to meet their medical and dental needs.

During the first week, a medical doctor, physician's assistant, or nurse practitioner will perform a physical exam of your child. Youth will be given the right to privacy during their medical examination and the information provided to the nurse or doctor will become a confidential part of their medical record.

Youth will receive Sexually Transmitted Disease (STD) testing, if necessary and recommended HIV testing. A medical record about your child will be set-up that will help the health staff provide care.

Your child's required immunization (shot) record will be evaluated and they will be given the shots needed to complete the requirements for school. Your child will also be given additional shots to protect him/her from the Flu, Hepatitis, and Human Papillomavirus (HPV).



A Dentist will examine and x-ray their teeth and gums to ensure that any urgent problems are addressed. The dentist will follow-up on their dental needs.

Youth will be given an eye exam to check their vision. If it is found that your child needs glasses, they will be provided.

For girls we provide the services of an obstetrician, gynecologist (OB/GYN) as the need arises.

If your child has a psychiatric condition that requires medication, the Health Unit Staff will contact you for your permission to start medications.

Please contact the Facility Health Unit if you have information regarding your child's health which you think we should know about. **Please forward a copy of your child's immunization record to the Facility Health Unit.**

### Americans with Disabilities Act ( A D A )

ADJC does not discriminate on the basis of disability in the operation of its programs, delivery of services, or activities. ADJC complies with ADA regulations.

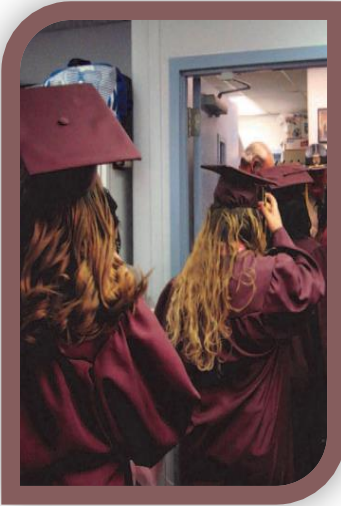
If you have questions, concerns, complaints, or requests for reasonable accommodations due to a disability or would like information contact the ADJC ADA Coordinator at 602.542.4354

### Health

Physical Exam  
Eye Exam  
Dental Exam  
Immunizations  
OB/GYN

# Sick Call

If youth are not feeling well or have a medical problem, they should request a "sick call" from any staff member. Your child will fill out a Health Care Request Form in private and turn it in to the designated Health Care staff. Emergencies will receive immediate attention. If your child has an emergency and has to be taken to a hospital, the medical staff will call you.



# Education

Your child will go to school Monday through Friday. He/she will meet with a guidance counselor to go over past school records, needs and interests, and make a schedule of classes that meets the Arizona requirement for graduation. Our academic programs offer 8<sup>th</sup> grade completion, high school diploma, and/or a General Education Diploma (GED). We also have a variety of career and technical courses as well as work experience classes.

Your child can ask to see a guidance counselor at any time by completing an appointment form from any teacher or staff. Your child can discuss conflicts in school, career opportunities, and college or vocational training. Adobe Mountain School is accredited by North Central Association and all teachers are certified and highly qualified in the areas of instruction.

## Special Education

Each student is screened, assessed, and an Individual Education Plan (IEP for short), is created for qualifying students. Special Education students are placed in regular classes designed to meet their needs that are team taught with a special education teacher. If you have questions or concerns you can call Adobe Mountain School and ask for the school Psychologist.

## How you can help?

Talk to your child regularly about their progress and how hard they are working in school. Our teachers are dedicated to ensuring that each student is successful. Positive behavior and a desire to learn are very important. An education will have a great impact on your child's future success.

## Sign-Up to stay in touch

You can become a member of the mailing list for the Arizona Department of Education to receive a newsletter with additional resources available to you. You can sign up for the newsletter online at [www.azed.gov](http://www.azed.gov). At the bottom of the home page you will find a "Join our email list" button click and provide your email address. Once you complete this step it will display another page with a list of emails you can choose to receive. Click to select your preferences (news for parents) and complete the items marked with an [\*]. Finally, click the button "Join" to register.

### What is an Educational Record?

It's a complete file that contains, your child's school history, transcripts, grades, and disciplinary history that is specifically related to your child's educational experiences and activities

### Educational Opportunities

8th Grade Certificate  
GED  
High School Credits  
High School Diploma  
Work Experience Credits  
Career/Technical  
Work Experience

### Work Experience

Automotive  
Computer Drafting  
Culinary Arts  
Cosmetology  
Fire Science  
Building Trades  
Energy Auditing  
Computer Graphics  
Landscaping  
General  
Maintenance  
Kitchen

# Legal Rights

## Youth have the right...

To file a grievance about anything that they feel is a concern to them without fear of retribution

To appeal decisions on grievances

To be treated fairly and with accuracy in any disciplinary situation

To be represented in hearings by a Juvenile Ombuds

To speak to or meet with their attorney in private

## Juvenile Ombuds, who is that?

A Juvenile Ombuds or a JO for short is a person who helps youth solve problems and represents or advises youth in hearings. Ombuds work to ensure that everyone is treated fairly. A Juvenile Ombuds helps in the following ways:

### Helps

Anytime youth believe they being treated unfairly or their rights are violated, the JO will help resolve the problem.

Anytime youth need help to complete a Grievance form

### Represent youth in hearings

An Ombuds will advise and represent youth in all ADJC hearings. It is important to remember that Juvenile Ombuds are **not lawyers**. For legal advice on current charges or other legal actions youth should contact their lawyer.

## 3 types of Hearings occur within ADJC:

**Disciplinary Hearings** - serious acts of misconduct may result in a disciplinary hearing. If the violation is proven by staff at the hearing, youth may be placed on Disciplinary status or be required to pay restitution. Serious acts of misconduct in ADJC may result in adult charges. Check the list on the right

**Separation Hearings** - youth are referred to Separation when they act in a way that presents an immediate risk to self, or others. A hearing must be held within **24 hours** if youth are to remain in separation longer than 24 hours.

**Parole Revocation Hearings** - if youth are on Conditional Liberty (Parole) and violate any of their conditions, a hearing may be held to decide if their conditional liberty should be revoked (taken away), and if they should be returned to a secure facility.



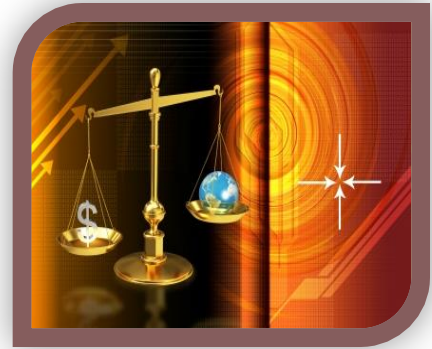
### Serious Acts of Misconduct are:

Aggravated assault on staff or juvenile;  
Sexual assault; Sexual abuse;  
Kidnapping; Arson;  
Escape; Rioting;  
Possession of a weapon or dangerous instrument;  
Possession or use of Drugs or toxic vapors;  
Deliberate damage to state, staff, or peer property;  
Unlawful assembly;  
Participating in or assisting a criminal organization;  
Leading or participating in a criminal street gang;  
Tampering with, or possession of a security device; and  
Substantial disruption of facility.



# Grievances

## Grievance, what is it?



A grievance is a formal complaint regarding a condition, circumstance, or action considered to be unfair. **Your child can file a grievance.** But first, ADJC encourages informal or unofficial verbal communication of these problems with the right person. If the unofficial process is not working or if youth prefer not to address the issue unofficially, they may file a grievance.

To help youth complete the Juvenile Grievance form, they must contact the Juvenile Ombuds at their facility. There is also a trained youth in their unit, called a Juvenile Grievance Coordinator, who can help them. After the Juvenile Ombuds reviews the youth's grievance, it will be sent to the appropriate staff to be resolved.

Youth must not take matters into their own hands; instead they must allow the grievance system to work for them to fix the issue.

# Restorative Justice

Restorative Justice is about repairing the harm that has been done as a result of crime. This means that youth have a responsibility to make things right for the victims, the community, and themselves.

## At ADJC, Victims' Rights are honored and respected

### By Arizona law, victims have a right to

**Participate** in youth hearings and

**Express** their concerns. Any victim will also be addressed in the youth's CCP.

### Youth are expected to:

Understand the impact of their offense on the victim and the community;

Take part in their treatment and take it seriously;

Follow all court orders that apply;

Complete work hours that are of value to the victim, the community, and youth;

Work toward the repayment of restitution

# Confidentiality

## What information cannot be released **WITHOUT** your **PERMISSION** and/or your **SIGNATURE**?

The following information regarding your child cannot be released without your permission and/or your signature with exception to circumstances when it is needed to facilitate continuity of care or pursuant to a legal requirement:

**Personal Medical information**  
**Behavioral Health information**  
**Education information**



## What information is regarded as **PERSONAL** and **NOT** accessible to the **PUBLIC**?

The following information about your child is regarded as personal and **not** accessible to the public: **Your child's:**

**Name**  
**Social security number;**  
**Telephone number,**  
**Community or home address, or**  
**Photograph**



The ADJC Legal staff will review any requests for juvenile records from the public or outside agencies in order to make sure we comply with state and federal laws in releasing any information.

# PREA

## What does it stand for and What is it?

It's short for **P**rison **R**ape **E**limination **A**ct and it is a law passed by Congress in 2003 to protect people in prison from sexual abuse.

ADJC has a **ZERO tolerance** policy regarding sexual abuse. Youth will receive training on how to protect themselves against sexual abuse, how to report incidents or suspicions of sexual abuse, what happens after youth report it, and the consequences if youth or others commit sexual abuse.

Youth have the right to be free from sexual abuse and the right to be free from payback for reporting sexual abuse. At ADJC we take sexual abuse seriously. If youth are harmed at ADJC there is a safe place to go and report physical and sexual abuse or staff misconduct. Youth can feel safe from payback by facility staff and other youth. Any reports of sexual abuse will be investigated and subject to disciplinary action and/or criminal prosecution based on the findings.

Youth will also be educated about sexual abuse in secure care, the common reactions of sexual abuse victims, and about ADJC's response policies and procedures. Youth are encouraged to:



**speak UP and speak OUT**

**break the silence and stop the violence**

**SAY NO to sexual assault and abuse**

**Tell a friend, tell staff, or  
tell someone they trust**

# Project Zero Tolerance



## From Director Flanagan

Project Zero Tolerance is a declaration by the Arizona Department of Juvenile Corrections (ADJC) that all sexual, physical, and verbal abuse is deemed inappropriate and unacceptable behavior. While this message should be self-evident, it must be made clear that any form of abuse perpetrated by youth or staff will not be tolerated.

If you have knowledge of such behavior or would like to file a grievance regarding sexual assault or sexual harassment you are encouraged to contact Director Flanagan directly at 602.364.4051, send a message to the newly established e-mail address at [zerotolerance@azdjic.gov](mailto:zerotolerance@azdjic.gov), or contact the Division of Child Safety and Family Services Hotline at 1.888.767.2445. Project Zero Tolerance will sustain our collective efforts so that we can achieve our mission, **“Safer Communities Through Successful Youth.”**

# Religious Services



Your child has the right ...

**To** practice the religion of their choice. Efforts will be made to provide youth access to practice their chosen religion.

**To** choose **not** to participate in religious activities.

ADJC provides religious services. The Chaplain is assigned to the facility to provide individual religious counseling and to coordinate religious services for all youth. When youth first arrive at the secure care facility youth will complete a survey to help identify their religious beliefs and history.

Youth are encouraged to participate in the religious services of their choice. Major religious holidays are celebrated at the secure care Facility. If your child's religion is not included in the services that are offered or your child has questions about religious items, they may contact the Chaplain.

# Volunteers

Volunteers provide critical support to youth and the Arizona Department of Juvenile Corrections. Volunteers are caring, nurturing role models helping youth to gain a sense of hope and self-worth. They act as teachers instilling life and leadership skills. Volunteers tutor in many subjects, help youth prepare for the GED exam, and work with youth on special projects. Volunteers act as connectors to the community for both you and ADJC.

Many volunteers provide religious services and events throughout the year and are an important link for youth between the agency and the community in terms of opportunities for educational and career development. In many cases volunteers are there just to listen when youth need someone to talk to.



# Community



After release from secure care, youth under the age of 18 return to the community on Conditional Liberty (another word for parole). Each youth has a Parole Officer (the “go-to” person in the community) assigned according to where the youth lives. The PO helps to create the youth’s Continuous Case Plan (CCP) which begins in secure care and continues on parole. The CCP contains the youth’s community treatment, education, and/or work programs that are decided according to individual needs. There are also Conditions of Supervision which are rules youth must follow.

Parole supervision is provided in an atmosphere of mutual respect involving the youth, their family members, and significant others in partnership. Families are encouraged to assist in the planning of their child’s CCP and to participate with the Parole Officer in monitoring their child’s behavior in the community.

If youth successfully follow their conditions of liberty for 90 days they may be considered for an absolute discharge from parole.



# Discharge

**Discharge** means that youth are no longer supervised by ADJC staff. Youth may obtain a **Discharge** by successfully completing all the requirements of their CCP, reaching their 18<sup>th</sup> birthday, being detained by Immigration Customs Enforcement (short for ICE) or being convicted as an adult.

## Victims' rights

If **your child has victims** registered with ADJC they will be notified of the **Discharge** request and have the right to provide input to the Hearing Officer considering your child's request for **Discharge**.

## Hearing Officers, who are they?

A staff member of the Due Process Office who ensures the due process rights of every youth during hearings.



## Destruction of juvenile records? How youth can apply?

Your child may apply to the Juvenile Court for the destruction of their juvenile court records if your child has received an absolute discharge from ADJC.

# Family Services



Family Services Coordinators assist in arranging services and treatment, including the coordination of individual, group, and family counseling. They also provide ties with existing community social services.

This program increases the number of youth who can be successfully placed at home, rather than in residential placement, and links families with services.

# Community Services

ADJC contracts with agencies throughout Arizona to provide services for youth. These services may include out-of-home residential placement and in-home or in-office outpatient counseling.

In addition, Community Services monitors contracted providers and assists Parole Staff as they interact with other agencies such as CPS and the Regional Behavioral Health Authorities (RBHAs).

You can contact Community Services at ADJC Central Office **602.542.4157**.

## Behavioral Health Contact and Location Information

### Magellan

Serves Maricopa County  
1.800.564.5465

### Cenpatico

Serves Yuma, La Paz, Pinal/Gila Cochise, Greenlee, Graham, and Santa Cruz counties  
1.866.495.6738

### Community Partnership of Southern Arizona (CPSA)

Serves Pima city  
1.800.771.9889

### Northern Arizona RBHA (NARBHA)

Serves Mohave, Coconino, Navajo, Yavapai, and Apache Counties  
1.800.640.2123

### Pascua-Yaqui Tribal RBHA

Serves the Pascua-Yaqui Tribal Members  
520.883.5000

### Gila River Tribal RBHA

Serves the Gila River Tribal Members  
520.562.3711

# Medical Insurance and Related Programs

There are medical insurance programs available for individuals and families who are U.S. citizens and have low incomes and resources. If you think you qualify for such a program, please contact AHCCCS at 602.417.7000 (in Phoenix) or 1.800.962.6690 (statewide).

Family Service Coordinators in the parole offices can assist you with the application process and also help with any questions you have.

If you and/or your child are eligible for assistance with health care you may also qualify for behavioral health treatment assistance.

There are agencies funded by the state and the federal government that provide services such as psychotropic medication and the evaluations for them, case management, programs for psychiatric and substance abuse disorders, and residential and day support groups.

## Parole Offices

Parole Offices have been set up in various counties. These offices provide various services to families and youth that include interventions through Parole Officers (the “go-to” person in the community), Family Service and Transition Coordinators, Counselors, Teachers, and other community development partners.

Transition Coordinators offer support for youth in the community by providing information on academic programming and career planning, helping to locate funding for college classes, and by attending staffings.

In rural and outlying counties, the Parole Officer works with the local area service providers and the youth to set up services that will assist the youth in meeting their needs as identified in their CCP.

# Parole Violators

If your child does not follow his/her Conditions of Supervision while on Conditional Liberty status, he/she may be placed in a more structured program and/or moved to a more restrictive placement or secure care.

Continued or serious violations of his/her Conditions of Supervision will likely result in the issuance of a law enforcement arrest warrant and in the revocation of his/her Conditional Liberty.

Before a revocation occurs, your child is entitled to a Revocation Hearing. Your child has the following rights:

**Right to** a warrant or citation giving your child notice of charges (or allegations) against him/her;

**Right to** contact his/her Parents/Legal Guardians;

**Right to** a suspension hearing within 96 hours of his/her return to secure care School (unless he/she had a detention hearing at a county detention center);

**Right to** a fair and impartial Hearing Officer;

**Right to** reasonable accommodations due to a disability;

**Right to** be assisted by a lawyer at their own expense or by a Juvenile Ombuds;

**Right to** appear at their hearing;

**Right to** speak and to present witnesses and other evidence;

**Right to** question his/her parole officer or other witnesses;

**Right to** remain silent;

**Right to** a written copy of the hearing results and reasons for those results;

**Right to** an appeal to the Legal Systems Bureau Administrator.

**Victims or their representatives** also have a right to attend and speak at your child's revocation hearing.

# Return to ADJC

If youth have been released to the community and **have not followed through on their conditions of liberty, they may be returned to secure care.**

## Parole Violator Assessment

ADJC staff in the Parole Violator Unit assess all youth who violate their parole and return to secure care. They gather and review information about their community performance to see what worked and what didn't. Based on the results of the assessment, the youth, parents/legal guardians, and the MDT will create a new CCP. A Revocation Hearing takes place during this process and is usually held **10 to 14** days after the youth's return to secure care.

## Parole Violator Hearing

At a youth parole violator hearing, staff will present what the youth did well and the violations of their conditional liberty. The Hearing Officer could reinstate the youth back home or to a residential placement. The Hearing Officer could also revoke (cancel) the youth's parole. As a result of the youth assessments and evaluation, staff will suggest programs that focus on how youth can still adjust successfully in the community.

## What if youth are revoked?

If youth are acting out criminally youth could be revoked and assigned time in ADJC. The length of time youth stay in programming will be decided by the juvenile judge or assessment process.

## Revoked, what does it mean?

It means youth lose their conditional liberty status and may return to secure care

# Arizona Interstate Compact



The Arizona Interstate Compact Office is responsible for the supervision of youth who reside in Arizona but adjudicated in another state and for processing requests to move and live in another state from youth adjudicated in Arizona. In addition, the office is responsible for the return of juveniles, delinquents, and status offenders who are on probation, parole or runaway status who have absconded, escaped, or runaway from supervision and control.

ADJC has the sole authority of the Interstate Compact for youth for the State of Arizona. The Arizona Interstate Office is authorized and encouraged to provide cooperative efforts and mutual assistance with other compacting states and jurisdictions to ensure the appropriate supervision and movement of youth between states and jurisdictions.

## Interstate Parole/Probation

It's a youth on parole or probation in this state, under ADJC supervision, that was adjudicated by a jurisdiction outside of Arizona. Or, it's a youth adjudicated in Arizona, requesting to move and live to another state. In this case, youth must have an Interstate Compact Request for Supervision approved and accepted by the receiving state before leaving the sending state.



# Parole Office Locations

**Bullhead City Office**

1700 Lakeside Drive, # 8  
Bullhead City, AZ 86442  
Phone: 928.279.4642

**Flagstaff Office**

1001 East Sawmill Road  
Flagstaff, AZ 86001  
Phone: 928.640.0974

**Interstate Compact Office**

1624 W. Adams Street  
Phoenix, AZ 85007-3589  
Phone: 602.364.3509

**Eastern Regional Office**

1921 South Alma School Road, Suite 312  
Mesa, AZ 85210  
Phone: 480.844.7164

**Western Regional Office**

3617 W. Cambridge Avenue, Suite A  
Phoenix, AZ 85009  
Phone: 602.233.1667

**Southern Regional Office**

2225 E. Ajo Way Bldg. M  
Tucson, AZ 85713  
Phone: 520.740.4751

Prepared by

**Dina Adornetto**

Signed 05/20/2014